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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

January 5, 1943

PERSONNEL DIVISION MEMORANDUM NO. 11

To: Branch and Division Chiefs and Regional Administrators

From: Frederick C. McMillen, Chief, Personnel Division

Subject: Photographic Identification Cards

We have been advised by the Office of Plant and Operations of the Department that a photographic identification card has been developed for use by Department employees when such type of identification is required in connection with their work.

As indicated, this card provides for a photograph (which must be furnished by the employee) and for the taking of a thumb print. After this has been done and the employee's signature has been attached to the card, the seal of the Department is then placed thereon and the card is sent to the National Archives for completion.

Should any of your operations in the field require that employees of your Branch or Division have such photographic identification in order properly to carry on their work, you should request the Personnel Division to furnish you with a sufficient number of these cards. In submitting your request, it will be necessary to furnish the names of the employees to whom the cards are to be issued.

Frederick C. McMillen



